



Legal Assistant

Open - Spot, San Francisco

CPUC

California Public Utilities Commission

Exam #: 3UC11

Class Code: 1820

Min. Salary: \$3386/month

Max Salary: \$4239/month

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVICE.

HOW TO APPLY:

You may access the application online at: <http://www.cpuc.ca.gov/PUC/jobs/>

If you have a disability and need special testing arrangements, mark the appropriate box on Question 2 of the "Examination and/or Employment Application." We will contact you to make specific arrangements that are convenient for you in advance of the examination.

FINAL FILING DATE: November 27, 2013

Online applications **must** be received no later than by the final filing date. The PUC will **not** accept applications after the final filing date. Do not submit your application to the State Personnel Board.

THE POSITION

Under the general supervision of a supervising Attorney Administrative Law Judge (ALJ) who shall accept full responsibility for the tasks performed, the Legal Assistant performs a wide variety of paralegal duties, including legal research and analysis of complex Commission rulings, scoping memo and rulings, proposed alternate decisions, presiding officer decisions and notices electronically filed, in administrative litigations in compliance with specific requirements set forth in applicable legal codes, statutes, regulations and policies (e.g., the Public Utilities Code, Government Code, Commission's Rules of Practice and Procedure, General Orders, and Commission decisions, resolutions and policies, etc.). The incumbent uses independent judgment to interpret, analyze and apply applicable laws, statutes, regulations, and Commission policy to determine accuracy and completeness, and determines if filing requirements are met for acceptance or identifies all defects for rejection and confers with a Docket Office legal analyst or attorney ALJ (Docket Office Legal Advisor) on course of action when appropriate.

JOB LOCATION

This Exam covers positions located in San Francisco, CA only.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS:

All applicants must meet the education and experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates that possess qualifying experience amounting to 50% of the required time in Pattern I, and additional experience amounting to 50% of the required time in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Education: Successful completion of six semester units of paralegal or undergraduate legal courses, with at least three units of which must be in legal research. (Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirement will be admitted to the examination, but they must submit evidence of completion of the required six units before they can be considered for appointment.)

AND

Either I

Experience: Two years of experience in the California state service as a Senior Legal Typist, Range B; Legal Secretary; or other classification with law-related duties involving the review, preparation, or interpretation of legal documents, or involving the conduct of investigations or studies leading to legal actions.

Or II

Experience: Three years of responsible experience as a law clerk or legal secretary in a law firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer. Academic education above the twelfth grade may be substituted for one year of the required experience on the basis of either (a) one year of general education being equivalent to three months of experience, or (b) two years of education in a recognized attorney assistant program in probate, tax law, labor law, corporate law, litigation, or other law-related areas being equivalent to one year of experience.

Note: Applicants MUST list, in the box designated on the application for the Supplemental Questionnaire, paralegal or undergraduate legal courses including the course title, the number of semester units and the name of the college or university.

EXAMINATION INFORMATION

This examination will consist of an oral interview (weighted 100%) which will include a written exercise. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination. Candidates who do not appear for their scheduled examination will be withdrawn from the examination process.

EXAMINATION PROCESS

The PUC reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100%

The interview may include the following:

Knowledge of:

1. Basic legal concepts, terminology, principles, and procedures.
2. Use of legal reference material.
3. Legal office management principles.
4. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.

Ability to:

1. Reason logically.
2. Analyze situations accurately and recommend an effective course of action.
3. Prepare reports and summary sheets to set forth a statement of the facts, applications of the relevant law, and conclusions.
4. Read and understand statutes, court decisions, legal documents, and similar material.
5. Work cooperatively with attorneys, clerical staff, technical staff, and the general public.
6. Explain the provision of law, procedures, and problems to persons contacted in the work.
7. Successfully complete multiple projects simultaneously within appropriate timeframes while maintaining a high level of work product.
8. Work independently and under minimal supervision to complete work tasks.
9. Use a variety of software programs for information gathering purposes (e.g. internet browsers, LexisNexis).
10. Being careful about detail and thorough in completing work tasks.
11. Talk to others to convey information effectively.
12. Communicate effectively, both orally and in writing.

ELIGIBLE LIST INFORMATION:

A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission.

Veterans' preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Veterans who achieve permanent civil service status are not eligible to receive veteran's points.

GENERAL INFORMATION

Applications are available at <http://www.cpuc.ca.gov/PUC/jobs/onlineemp.htm>, the State Personnel Board office, local offices of the Employment Development Department, and the Human Resources office of the California Public Utilities Commission.

If you meet the requirements stated above, you may take this competitive examination. Possession of the entrance requirements does not ensure a place on the eligible list. All candidates passing the examination will be ranked according to scores.

The California Public Utilities Commission reserves the right to revise the examination plan to better meet the needs and service of the Commission. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Examinations are typically scheduled in San Francisco. However, there are instances when examinations are given in such places in California as the number of candidates and conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the candidate's experience. Evaluation of a candidate's personal development will include consideration of own training needs; plans for self-development; and the progress the candidate has made towards self-development.

Veterans Preference: Veteran's preference credits will be added to the final score of all competitors who are successful in the examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans preference are on the Veteran Preference Application Form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.